



STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE
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FORM INV-400

DOCUMENT CHECKLIST FOR USE BY NEW APPLICANTS, RENEWAL APPLICANTS AND LICENSEES MAKING DISCLOSURE PURSUANT TO A.A.C. R4-28-301(A)

Your application or disclosure is deemed "incomplete" and is being refused or returned. Because you answered "yes" to one or more of the questions on the licensure questionnaire or have made a disclosure pursuant to A.A.C. R4-28-301(A), the details of your answer or disclosure must be reviewed. You must provide certified copies of the appropriate documents listed below. Each case is reviewed on an individual basis. A decision cannot be reached until all the documents have been received and reviewed.

IF YOU ANSWERED "YES" TO ANY QUESTION OR DISCLOSED INFORMATION PURSUANT TO A.A.C. R4-28-301(A),
YOU MUST SUPPLY THE FOLLOWING:

1. A signed written statement from you providing an account of the part you played when each incident occurred.
2. Three current letters of character references from individuals, 18 years or older, not related by blood or marriage and who have known you for at least one year.
3. A 10-year work history, including any periods of unemployment.
4. A set of fingerprint exemplars and the \$24 fingerprint fee with your application pursuant to A.R.S. § 32-2108.01
5. A certified license history from each state in which you hold, or held within the preceding 10 years, a professional license.

IN ADDITION TO THE ABOVE, AND AS APPLICABLE:

IF YOUR "YES" ANSWERS RELATED TO **CRIMINAL OFFENSES**, YOU MUST SUPPLY **A CERTIFIED COPY** OF THE FOLLOWING:

From the arresting agency:

Police Report

From the court:

1. Complaint and Indictment
2. Information
3. Plea Agreement

4. Pre-sentence Report
5. Judgment
6. Sentencing documents

7. Probation papers
8. Restoration of civil rights/
expungement/dismissal documents

IF YOUR "YES" ANSWERS RELATED TO **CIVIL JUDGMENTS**, YOU MUST SUPPLY **A CERTIFIED COPY** OF THE FOLLOWING:

1. Complaint
2. Amended Complaint
3. Judgment
4. Satisfaction of Judgment
5. Settlement

IF YOUR "YES" ANSWERS RELATED TO DISCIPLINARY ACTION AGAINST A **PROFESSIONAL LICENSE**, YOU MUST SUPPLY
A CERTIFIED COPY OF THE FOLLOWING:

1. License Certification from the jurisdiction issuing the license
2. Notice of Hearing and Complaint
3. Answer
4. Findings of Fact and Conclusions of Law
5. Final Order/Administrative Ruling
6. Consent or Settlement Agreement
7. Certified License History from each state in which
you are licensed at the time of application, or in which you
were licensed during the five years preceding this application.

PLEASE ALSO PROVIDE ANY OTHER DOCUMENTATION THAT YOU BELIEVE SUPPORTS YOUR QUALIFICATIONS FOR LICENSURE

NOTE: If you attempt to obtain the required documents from a law-enforcement agency or court and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency or court.

Do not detach or unstaple certified documents. Documents must remain in the original order received.

Please do not contact the Department until the above items have been submitted with your application and reviewed. After submission of a complete application the Department has 45 days to reach a decision and advise the applicant of its decision.

IMPORTANT NOTE

By law, the Department has a specific time frame in which to grant or deny your license. As the applicant, you also have a specific time frame in which to correct any deficiency in your application. If there is a deficiency, you will be notified of the number of days you have in which to comply. If you do not submit the items identified as lacking in your application within the allowed time period, the application will be deemed incomplete and the file closed. If the Department does not grant or deny a license based on a completed application within the allowed time period, the applicant shall be refunded the application fee paid. A.R.S. § 41-1073 *et seq.*